

Employment Opportunity

Director of Transit and Rail Programs

\$ 92,206 - \$159,733

Application Process: Applications will be accepted until Friday, February 6, 2009 4 p.m. or until the position is filled. Applications may be mailed or delivered in person. Call 909-884-8276 for application and requirements or visit our web site at <http://www.sanbag.ca.gov>

Complete the SANBAG application form. Provide a one-page written summary of your experience in the workplace and/or education relative to this position, describing work performed and the frequency. The information provided will be used to verify and evaluate the applicant's qualifications. Failure to complete the application and clearly demonstrate fulfillment of the minimum requirements will result in disqualification of the applicant. Resumes in lieu of an application and/or faxed applications will not be accepted. The successful applicant will be required to take a pre-employment drug test.

The Job: Under general direction of the Executive Director, plans, organizes and directs the public and specialized transit and passenger rail planning and programming activities of the Agency; provides responsible technical and administrative support to the Executive Director and the Board of Directors on public and specialized transit and passenger rail related issues; oversees the management of transportation and transit funds; performs other related duties as required.

Essential functions of this position are:

- Manages, directs, coordinates, and participates in transit planning and programming, including commuter rail, bus, social service transit for elderly individuals and individuals with disabilities, and other non-highway transportation alternatives.
- Develops projections of federal, state and local transit revenues and expenditures and, where appropriate, develops or assists in developing biennial five-year operating and capital improvement programs for transit operators.
- Reviews, analyzes and makes recommendations to the Board with respect to public and specialized transit and passenger rail funding for operations and capital improvements. Reviews and analyzes federal and state grant applications and local claims, including assistance to applicants in the preparation of applications and claims for the various funding sources.
- Oversees the fiscal, compliance audits of transit agencies and other LTF claimants and transit triennial performance audits.
- Participates in the development of transit financing models.
- Oversees the management of the Local Transportation Fund, State Transit Assistance Fund, State Proposition 1B Public Transit and Security funds, Federal Transit Sections 5307, 5309, 5310, 5311, 5316, 5317 funds and the flexing of Congestion Mitigation Air Quality funds for public transit and passenger rail purposes.
- Represents the Executive Director and the Agency, and makes presentations to governmental, community and business groups.
- Serves on statewide and regional groups and committees (Transportation Development Act Advisory Group, Rural Technical Assistance Program Advisory Committee, Southern California Regional Rail Authority Technical Advisory Committee, Southern California Association of Governments Transit Technical Advisory Committee).
- Supervises professional, technical and office staff.
- Performs other duties as required.

Travel: Occasional travel throughout the County and the Southern California Region is required. At the time of hire, a valid California driver's license and proof of automobile liability insurance must be produced.

Minimum Requirements: Knowledge of concepts, principles and practices of transportation and transit planning; federal, state and local responsibilities in transportation funding, programming and review; federal, state and local laws, regulations and rules governing transportation and transit; principles and practices of government administration, including development of budgets and intergovernmental

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coordination; principles and practices of transit and related transportation operations; county and city government structure and state, county and city relationships.

Ability to plan, organize and coordinate complex and comprehensive system of transit planning, budgeting, and operation; identify, coordinate and resolve a wide variety of interests in the development and operation of public and specialized transit and passenger rail systems and related programs; establish and maintain effective working relationships with others; communicate effectively orally and in writing.

Education and Experience:

Experience, education or training which would demonstrate application of the knowledge and skills listed above, such as:

Education: A Bachelors degree in Transportation or Regional Planning, Public Administration, Political Science, Engineering, or a closely related field, supplemented by graduate work.

Experience: Ten years of increasingly responsible experience in a governmental environment in professional planning, transportation or transit planning.

Physical Demands: Ability to converse and respond in forums and meetings. Strength, dexterity, coordination, and vision to use keyboard and video display terminal. Reading long reports. Occasional lifting of items weighing up to 25 pounds, such as files, boxes, and stacks of paper. Moving from place to place within the office and community. Reaching for items above and below desk level. Dexterity in handling files and single sheets of paper, and the ability to sit for long periods of time.

Forward Application to:

San Bernardino Associated Governments
Attn: Terri Miyamoto
1170 W. 3rd Street, 2nd Floor
San Bernardino, CA 92410-1715

Visit SANBAG at <http://www.sanbag.ca.gov>

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